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27 November 1953

MEMORANDUM FOR: Chief, Support Staff
SUBJECT : Weekly Activity Report

A. OLD PROJECTS - PROGRESS REPORT

1. Near East Area and Language Training Program.

In a meeting with Messrs. [] it was learned that the [] papers for the two Agency students

[] beginning date of the field portion of the course is tentatively scheduled for 8 February 1954.

2. []

The first group of logistics trainees will report to [] on 30 November 1953 for a three weeks course in field supply procedures. According to Mr. [] necessary arrangements to receive and train this group are complete.

3. []

The portion of [] scheduled for filming at [] has been completed. Arrangements have been made for disposal of special equipment purchased for use in this filming. The [] movie crew and equipment left [] on 25 November to return to the West Coast.

4. []

The weekly report of utilization of [] facilities is attached.

B. ITEMS OF CURRENT INTEREST

1. OTR's Move to Alcott Hall

3 December 1953 has been definitely established as the move date for OTR personnel from Wing 3, First Floor, "I" Building to Alcott Hall.

25 YEAR
RE-REVIEW

leted whereby [] utilized where possible for []

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2. Display Area, Alcott Hall.

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a. [redacted] visit to [redacted] to arrange for an audit of station accounts has been delayed by his illness until 7 December.

b. Application forms for [] insurance have been sent to [] for the use of instructor personnel. A meeting was held with Mr. [] Chief, Insurance and Compensation Branch, to determine a basis for extending the insurance to other categories of employees on the base. An instruction to the Commanding Officer is being prepared for approval of DTR.

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Administrative Officer, CTR

Attachment: Report

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